

19 December 1961

MEMO TO FILE

Re: Survey of Duplication of Courier Services

Met today at 2:30 PM with [] Admin Officer, O/L and [] Chief, Mail and Courier Branch, O/L to discuss the beginning of the Survey of the Courier function to determine whether there is duplication of services and how to eliminate, if appropriate.

[] asked who initiated the action and indicated that little if anything had been done since the initial interest in the Courier Service in 1960. This interest came as a result of a Security Survey and several IG recommendations. From this meeting I surmise that both [] feel that perhaps the survey is 3-4 months premature since the move of certain DD/I, DD/S elements into the new building will affect the service.

[] does however feel ^{and} so stated that the Courier problem is in need of repair which should be done.

[] emphasized their desire to stay out of internal deliveries in an office as opposed to his concept of Courier Service - that of delivering mail to an office - to a central point.

[] did a good survey which basically said the system was running pretty good and that a full job could better be done after the components have relocated in the new building.

Both [] agreed that we could begin immediately, we have free and unrestricted access to the courier and any component concerned in O/L. We need not do any formal reporting to [] on progress, rather just bring him up to date when we feel it necessary. [] invited us in at any time for discussion as may be necessary.

It was agreed that I would call [] in a few days after I had collected and reviewed sources.

Background material from other sources

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